



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 080
TRENTON, NJ 08625-0081

PHILIP D. MURPHY
Governor
SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General
JENNIFER E. FRADEL
Administrator

January 11, 2019
NOTICE OF JOB VACANCY
#19-21

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

TITLE: Government Representative 1
(Chief of Enforcement)

SALARY: \$78,000.00 to \$128,000.00

LOCATION: Division on Civil Rights
Enforcement Bureau
31 Clinton Street,
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Director of the New Jersey Division on Civil Rights (DCR), the Chief of Enforcement is a member of the DCR Executive team responsible for leading DCR's Enforcement Bureau, which receives, investigates and conciliates complaints of discrimination, harassment and retaliation in employment, housing and places of public accommodation under the NJ Law Against Discrimination (NJ LAD) and the NJ Family Leave Act (NJ FLA). The Chief of Enforcement will exercise broad responsibility over the Bureau, and will: set the strategic direction and goals for the Bureau based on external trends and stakeholder input; provide management oversight of the Bureau, including five Supervising Investigators and twenty-seven investigators; review all case dispositions and other substantive output of the Bureau; oversee the performance of the Bureau and make changes to processes, policies, and systems in order to ensure performance targets are met; map processes and systems for how the Bureau currently accepts and investigates complaints of discrimination and implement improvements to those processes and systems, including by utilizing technology; oversee the overall quality and efficiency of investigations and ensure that all investigations are being conducted in a timely and consistent manner; oversee the development of staff training and evaluation for members of the Bureau; oversee individual performance expectations, performance reviews, and criteria for promotions for members of the Bureau; collaborate with fellow executives in the formulation and implementation of DCR's strategic plan, annual action plan, and policies; respond on behalf of the Director to inquiries from the public regarding Enforcement Bureau policies, procedures, and investigations; represent the Division in public forums; performs other duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Six (6) years of experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, and surveillance activity, including the preparation of investigative reports; OR six (6) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; OR six (6) years of experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest; AND three (3) years of the six (6) years of experience shall have been in the administration of investigative programs, initiatives, or regulatory and administrative audits.

Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

Graduation from an accredited college or university with a Master's Degree in Criminal Justice, Public Administration, Business Administration, or a related field may be substituted for one (1) year of the indicated non-supervisory experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is required to perform the essential duties of the position.

PREFERENCE: Preference will be given to applicants who possess a Juris Doctor degree and who can demonstrate a strong knowledge of, commitment to, and experience with the civil rights laws enforced by the Division and/or federal and state civil rights' laws, and a commitment to a New Jersey free of discrimination; prior experience in leading major civil rights investigations; ability to promote the mission and vision of the Division, set and attain goals, create a clear sense of purpose, manage change, be creative and innovative, and plan strategically; a demonstrated ability to lead, plan, organize, and direct members of a team to achieve timely and effective outcomes; ability to inspire, motivate, and gain the confidence of management and staff to foster a healthy and productive work environment; experience in personnel management, process improvement and leadership, including experience in developing and implementing policies and systems; ability to analyze complex process problems and recommend and/or implement effective courses of action; ability to think strategically to identify areas of improvement and implement effective solutions; ability to make independent, appropriate, ethical decisions regarding difficult and/or highly sensitive matters.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy #19-21, a current resume, and a writing sample unedited by others, on or before the closing date of January 25, 2019 to:

Recruitment Coordinator:
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0085

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

